



Carmarthenshire Museums Service
Carmarthenshire County Museum, Abergwili

PREPARING YOUR SCHOOL FOR A VISIT
SAFETY INFORMATION FOR SCHOOLS

CONTACT DETAILS	
Address	Carmarthenshire County Museum Abergwili Carmarthen Carmarthenshire SA31 2JG
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SAFETY INFORMATION FOR SCHOOLS

Preparation for Risk Assessment and your School visit

Venue: Carmarthenshire County Museum

Please remember that:

- schools are responsible for doing their own risk assessments, and that
- we are unable to fill in, check or sign any sections of school risk assessment forms as these are not our responsibility.

Teachers should refer to

‘Health and Safety of Pupils/Young People on Educational Visits - A Good Practice Guide, 1988’ (DfES)

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits>.

This clarifies that it is the responsibility of teachers and group leaders to complete a risk assessment prior to any visit being made,

and

Guidance Notes - Health and Safety of Children and Young People on Educational Visits/Activities (Carmarthenshire County Council)

<https://www.amdro.org.uk/amdro/depts/governors/documents/>

This document must be read in conjunction with the following DfES publications already circulated to schools: -

Supplement to Health and Safety of Pupils on Educational Visits
Part 1 Standards for LEA’s in overseeing Educational Visits
Part 2 Standards for Adventure
Part 3 A Handbook for Leaders

The safety information we provide is intended as a preparatory tool. It does not replace the need for your own risk assessment specific to the needs of your group and in line with the official guidelines and school/LEA policies.

Our safety information outlines the control measures undertaken by the Museum to avoid or reduce risk, together with rules of conduct for visiting groups. Your risk assessment will take into account the age, ability and specific needs of your group, any risk associated with your transport or possible weather at the time of your visit, in addition to the Museum's safety information.

We advise that all teachers/supervisors on the visit have copies of your risk assessment/relevant safety information.

Carmarthenshire Museums Service fully accepts its responsibilities under Health and Safety Legislation. A Health and Safety Policy is in place together with written risk assessments undertaken in respect of our legal duties relating to persons other than employees (i.e. visitors) coming onto our site and using our facilities.

Please be assured that the health and safety of visitors whilst on site is of our utmost concern. As part of the local authority we comply with its policies and guidance regarding health and safety matters and want to ensure that your visit is a fun, enjoyable and learning experience.

We operate a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for the safety and welfare of visitors/participants are qualified to undertake the duties they are assigned.

However, restricted circulation areas, uneven floors, stairs and the proximity of visitors to display cases, plinths and kickboards, and large objects on open display, such as furniture, means that a greater need of care by the visitors themselves is required.

Teachers and other school staff are kindly requested to work in partnership with the Museums Service by actively supervising children within their care whilst on site.

Pupils remain the responsibility of the school throughout the visit, including lunch times.

We strongly recommend that group leaders conduct a preview visit in order to assess any potential risks for your group, as well as ensuring that your pupils get maximum benefit from their visit.

BACKGROUND	
Experience	Carmarthenshire County Museum has been open to the public at its present location since 1978.
Venue Details	The Museum offers the opportunity to undertake a range of historical and cross-curricular activities. Visitors can learn about Carmarthenshire through collections and displays of natural history, archaeology, social history and art. The Clore Discovering & Exploring Gallery provides a teaching area and a space for 'hands-on' experience of artifacts and replica artifacts. Other galleries are also used for direct teaching. A typical school visit lasts 2 to 3 hours.
Visitor Numbers	The Museum receives on average 14,000 visitors a year. Approximately 2,500 of these are in formal educational groups.
Contact Information	To book a visit, discuss aspects of your visit or arrange a preview visit, please contact the Museum on 01267 228696 or e-mail mailto:museums@carmarthenshire.gov.uk If after your visit you have any concerns or experienced any problems regarding the safety and health of members of your party we would welcome the opportunity to discuss these with you

GENERAL SAFETY INFORMATION	
Insurance (Public Liability)	The Museum has a public liability or third party insurance cover.
Criminal History	All reasonable measures are taken to ensure that museum staff who may be in a position of substantial access to children, have been subject to criminal history and civil action (damage & negligence) checks.
Emergency Evacuation	Emergency evacuation procedures are in place. Museum staff are familiar with and practice these regularly. In case of emergency, an alarm will sound and you should leave by the nearest safe exit - refer to attached plan - and follow the guidance of Museum staff.
First Aid	If First Aid is needed, please contact a member of the Museum staff who will assess and deal with the situation. West Wales General Hospital Accident & Emergency is a mile away.
Schematic Map	A floor plan of the Museum is attached. Please photocopy the required number for all your group leaders.
Site Inspections	Museum staff conduct regular inspections of the buildings facilities, which are recorded.
Site Staff	All Museum staff can be approached if you have any worries or concerns. They will be able to help you or direct you to the appropriate place for help.
Animals/ Animals Fouling in Public Access Areas	Only assistance dogs accompanying visitors who are deaf or blind are allowed on site. Drinking water is available from a standpipe. Please ask for assistance at Reception. Dogs must leave the premises to relieve themselves and staff will assist in identifying a suitable area.
Vehicle Traffic	Coaches can park in the main car park. If this car park is full, coaches can be left on the short length of access road directly outside the entrance to the museum grounds. In each case, groups can alight here and walk to the museum using the footpath indicated on the plan. Groups arriving by car are asked to do the same. However, in inclement weather or where individuals are physically disabled, a car or small minibus (max 20-seater) may drive round to the front of the museum to disembark passengers. We do ask that such vehicles are then parked in the main car park for the duration of the visit and retrieved later.

Welfare Facilities	<p><u>Toilets</u> Public toilets are available within the Museum.</p> <p><u>Picnic Tables</u> There are several picnic tables in the grounds</p> <p><u>Chapel</u> Wet weather. This facility must be booked in advance.</p>
Review	This document and related safety information is updated regularly.

EDUCATIONAL ACTIVITY INFORMATION	
Activities	All of the activities offered are subject to specific risk assessment based upon current legislation, best practice, guidance and information.
Maximum Group Sizes / Supervision	<p>Please ensure that your pupils are supervised at all times.</p> <p>We ask you to keep to the following ratio :</p> <p>School years 1 to 3 (ages 5 to 8): 1 responsible adult : 6 children</p> <p>School years 4 to 6 (ages 5 to 11): 1 responsible adult : 10-15 children</p> <p>School years 7 onwards (secondary age 11+) : 1 responsible adult : 15-20 children</p> <p>The above are the ratios suggested by the DfES. Group leaders should assess the risks and consider an appropriate safe supervision level for their group.</p>
Required Visitor Conduct	<p>Please behave in an orderly manner.</p> <p>Please note that any group of students under the age of 16 must be supervised at all times and must remain the responsibility of the school throughout their visit. Unsupervised groups may find that they are denied entry or are asked to leave.</p> <p>Please do not:</p> <ul style="list-style-type: none"> • take bags and coats into the galleries. Storage facilities are available near Reception; • take food or drink into the galleries. The only exception is the Chapel if it has been pre-booked for lunch. Please allow time to retrieve lunchboxes from Reception, and for their return should the visit continue in the afternoon; • enter areas which are not open to the public; • run around the galleries and the building; • touch any exhibits; • behave in an orderly manner. <p>No food or drink is to be consumed in the Galleries, with the exception of the Chapel if it has been pre-arranged to be used for packed lunch.</p> <p>Mobile telephones should be switched off during</p>

	<p>your visit.</p> <p>The Museum reserves the right to ask groups or individuals behaving in an offensive or unreasonable manner to leave the site.</p>
Medical Needs	<p>The Museum should be contacted by the school or group leader if any pupil is known to have any specific or serious medical condition or requirement. We will need to consider and discuss emergency arrangements with you.</p> <p>Where it is safe to do so, we will aim to include fully pupils with specific or serious medical conditions within activities offered.</p>
Facilities for Visitors with Special Needs	<p>The Museum tries to accommodate the requirements of all visitors with special needs. Please contact us <u>in advance</u> to clarify what provision can be made for members of your party who have special needs.</p> <p>Schools and group leaders must ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available to pupils with special needs.</p> <p>Museum staff would be pleased to advise you in order to ensure that you gain access to all of the public areas. Our Access Statement is attached.</p>
Facilitator led sessions	<p>The Museum will have assessed the risks involved in a particular activity and will verbally advise you of these and the control measures adopted.</p>
Lost children	<p>Due to the size and layout of the Museum, children are at risk of getting lost if they stray from their group.</p> <p>Please advise children separated from their group to inform a member of Museum staff if they are lost. Should a group leader become aware that one of their group is missing, they should inform a member of Museum staff who will take appropriate action.</p>